

INTERIM GATEKEEPER TEMPLATE

The following are remarks that must be included in the **PERSACTION Notes** or **annotated on this document and attached to the corresponding PERSACTION**. Note that not all remarks are required for all actions. **CPACs: Please annotate where items are not applicable.**

Remarks for Recruit/Fill actions must include items 11 through 20 below. Some items are abbreviated (such as item 1 below). Please use the abbreviations when entering these items.

Multiple remarks can be entered on the same line, separated by periods. Example:

PD#: 93213. APC: 7AA3 SEN: NCS.

Action Taken at Employee's Request. Mobility Agreement Required.

State Criminal History Repository Check Required.

1. PD#. KCL2920

1B. SSAN:

2. Name and Location of Position's Org.

US Army Engineer District, Los Angeles

Construction-Operations Division, Regulatory Branch

3. Work Schedule. Full-time

4. Part-time Hours Per Pay Period. Indicate the Number of Part-time hours per pay period if work schedule is Part-time.

5. Position Occupied. Competitive

6. Appropriation Code. AMS:085031.26000 APC

7. Bargaining Unit Status. 0840

8. Duty Station Code 06-1980-037, Duty Station Los Angeles, CA

9. Agency Sub Flag/UIC/TDA Para/Line. NOT APPLICABLE

10. SEN: Annotate the Position Sensitivity as NS (nonsensitive).

10A. EE: Annotate if position is Emergency Essential. NOT APPLICABLE

Note: For items 11-20, refer to the "West Civilian Personnel Operations Center's Manager's Kit for Recruitment and Selection under Resumix" for more information.

11. NM RQST: Annotate the Name Requested or names expected to appear on a referral list. (if applicable).

12. REQ SK: Annotate the Job-Related Skills which applicants must possess to successfully perform the duties of the position within a reasonable period of time. NOT APPLICABLE
13. DES SK: Annotate the Job-Related Skills that are desirable but not immediately required for successful job performance. NOT APPLICABLE
14. PSN REQ: Annotate any special requirements which applicants must meet (for example, Acquisition Certification, gender for health technicians, licensure, etc.). NOT APPLICABLE
15. COND EMP: Annotate the Conditions of Employment (for example, security clearance, shift work, required travel, license, completion of pre-employment physical examination, drug test, etc.). NOT APPLICABLE
16. RCMT: Annotate the Recruitment Strategy. List recruitment sources you would like to consider. Be sure your Recruitment Strategy complies with any Local Union Agreements. NOT APPLICABLE
17. PCS: Annotate PCS/DARSE Authorization. Be sure to include whether or not PCS and/or DARSE is or is not approved. **PCS authorized. DARSE NOT authorized.**
18. SEL OFCL: Annotate Contact Information for Selecting Official. Include the name, email address and commercial phone and fax number. NOT APPLICABLE
19. GRADE: Annotate the Grade level information if recruiting at more than one grade level. Clarify whether to hire at either grade, or hire at lower grade with promotion potential. Also, provide the Position Description Number for each grade. **GS-09**
20. Full Performance Level of Position (Specify when position is to be filled as developmental.). NOT APPLICABLE
21. Reason for temporary/term appointment and extension of temporary/term appointment. Annotate the reason for the temporary/term appointment and extension of temporary/term appointment. NOT APPLICABLE
22. Management Directed Reassignment (Manager/CPAC Retains Documentation). NOT APPLICABLE
23. Action Taken at Employee's Request (Manager/CPAC retains Request). NOT APPLICABLE
24. Activity requirements for noncompetitive temporary promotion NTE 179 days are met (A document from the CPAC or Commander should be on file in the CPAC indicating reason activity is exercising this authority.). NOT APPLICABLE
25. Mobility Agreement Required (Only annotate if required as a condition of employment). NOT APPLICABLE

26. State Criminal History Repository Check Required (Specify if duties of position will require selectee to undergo State Criminal History Repository Checks (SCHRC)). NOT APPLICABLE
27. Action Requested is **Resignation** (Indicate reason in remarks and also provide forwarding address on Page 5 of the PERSACTION SF-52.).
28. Add all Acquisition Data Elements (DINs) for newly created Acquisition Positions. More information on Acquisition Data Elements can be found on the West CPOC web site (www.wcpoc.hua.army.mil) under Position Classification, Civilian Acquisition Workforce Field Data. These DINs are:
- JYL Acquisition Career Level Required
 - JYM Acquisition Contract Job
 - JYN Acquisition Critical Position Identifier
 - JYP Acquisition Job Specialty Primary Characteristics
 - JYQ Acquisition Job Specialty Secondary Characteristics
 - JYR Acquisition Position Career Category
 - JYS Acquisition Program Indicator
 - JYT Acquisition Special Assignment
29. This is an Obligated Position (Include employee to whom the job is obligated).
30. Any other special requirements or information not indicated in Position Description.
This is a Student Career Experience Program (SCEP) position.
31. Local Merit Promotion Plan criteria for non-competitive promotion through accretion of duties met (refer to WCPOC SOP E-99-21 for Processing Accretion of Duties and Planned Management Action Promotions).
32. Award amount. N/A